



Solicitation Information

15 November 05

RFP # B05820

TITLE: Express Mail and Shipping Services

Submission Deadline: December 15, 2005 at 2:00 pm

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **December 5, 2005 at 4:00 pm** (Eastern Time). Please reference the RFP# on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

A PRE-BID CONFERENCE will be held on November 30, 2005 at 9:00am in the Purchasing Bid Room on the second floor at One Capitol Hill, Providence, RI 02908. Your attendance is strongly suggested.

William J. Anderson, C.P.M. Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at www.purchasing.state.ri.us.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS:

The Rhode Island Department of Administration/Division of Purchases, on behalf of all State Agencies, Quasi-State Agencies and Rhode Island Municipalities is soliciting proposals for **Express Mail and Shipping Services**, from qualified Respondents, and in accordance with the terms of this Request for Proposals (RFP) and the State's General Conditions of Purchase, which is available at www.purchasing.ri.gov

To access the State's General Conditions of Purchase, enter our website, click on RIVIP, then click on General Information and then click on Rules and Regulations. Once the Rules and Regulations are displayed, scroll to the bottom of the page and double click on Appendix A, which contains the State's General Conditions of Purchase.

The scope of work is described herein.

Potential Offerers are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

The state reserves the right to award to one or more respondent. The State also reserves the right to award this project based on pricing alone and to act in its own best interest.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offerer. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted is to be considered fixed, unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and may not be considered.

It is intended that multiple awards will be made pursuant to this request. This solicitation and the responses thereto will be used as a basis for the implementation of a Master Purchase Agreement (MPA) for these services. Joint ventures and cooperative proposals will not be considered, but subcontractors are permitted, provided that their use is clearly indicated in the Respondent's proposal, and that the subcontractor(s) proposed to be used are identified in the proposal.

Evaluation of proposals will include consideration of competence and general experience to provide the required services; experience and qualifications of personnel; availability of personnel, equipment and facilities to perform expeditiously; past performance with respect to control of costs, quality of work, ability to meet deadlines; the submittal of a formal work plan and a fixed fee price (subject to further downward negotiation) for these services.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the selected vendor(s).*

Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Letter of Interest/Request for Proposal will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

The respondent should be aware of the State's Minority Business Enterprise (MBE) requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator, at (401) 222-6253 or visit the website at <http://www.mbe.ri.gov>

The selected Contractor will provide services for a period of *Three (3) year(s), renewable at the sole option of the State for a maximum of two (2) additional twelve (12) month periods.*

Questions, in **Microsoft Word Format**, concerning this solicitation, may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than the date & Time indicated on page 1 of this solicitation. Please reference **RFP # B05820** on all correspondence.

Responses to questions received, if any, will be provided, as an Addendum to this RFP, and posted on the Rhode Island Division of Purchases website at www.purchasing.ri.gov. It is the responsibility of all interested Respondents to download this additional information. *If technical assistance is required to download, call the Help desk at (401) 222-2142, ext. 134.*

Requests for Proposals to provide the required services must be received by the Division of Purchases **on or before December 15, 2005 at 2:00 pm (EDT)**. Responses (**a clearly marked original** plus three (3) copies) should be mailed or hand-delivered in a sealed envelope marked **“RFP NUMBER: B05820”** to:

By Courier or Mail:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time may not be considered. Proposals must be presented to the Purchasing Receptionist for check-in and time stamp prior to the bid opening date and time. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The “official” time clock is located in the reception area for the Division of Purchases. **(Please be advised that due to unforeseen circumstances Express Shipments do not always arrive by 10:30 am, so you would be smart to send your submission to arrive at least one day early)**

RESPONSE CONTENTS

Responses must include the following:

- A completed and signed three-page RIVIP generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at www.purchasing.state.ri.us)
- A statement of experience describing the Offeror’s background, qualification, and experience with similar projects and all information described elsewhere in this solicitation.
- A completed and signed W-9 Form downloaded from the RI Division of Purchases Internet home page at www.purchasing.state.ri.us by clicking on RIVIP, then General Information and then Standard Forms.

SECTION 2 – SCOPE OF WORK

BACKGROUND AND PURPOSE

The purpose of this RFP is to establish a Master Price Agreement for both Domestic Express letter/package delivery services and Domestic Small Package Delivery Services to include all related support services. The initial term of the agreement will be for three (3) years with an option to extend for two (2) additional 12-month periods. Except for price adjustments that may be made by mutual written consent, the MPA terms and conditions, including pricing, are enforceable and the Contractor shall hold such terms and conditions, including pricing, firm for the initial term of this agreement.

At present, approximately 140 State Agencies, Quasi-State Agencies and Municipalities use Domestic express letter and small package delivery services. At this time, we are unable to accurately gauge the actual volume of these services, however we are estimating that approximately 1500 domestic express letter/package shipments are sent per month. We are also estimating that there are approximately 800 small package deliveries per month of varying weights and sizes.

GENERAL DESCRIPTION

Summary of Mandatory requirements:

The mandatory requirements of this RFP describe the minimal quality, services, compatibility and performance requirements with which all respondents must comply. Respondents shall address each of the mandatory requirements, in writing, explaining how their response meets each requirement and must include any associated cost.

Proposals that do not fully comply with all mandatory requirements of the RFP will be considered non-responsive and will be rejected.

As part of the mandatory requirements, Respondents must be able to provide Delivery Services information via the Internet and must provide State Agencies, Quasi-State Agencies and Municipalities with online/electronic access to shipping information price lists, Delivery Services ordering and shipment tracking services. The respondent's online service capabilities must be capable of being accessed utilizing standard Internet web browsers such as Netscape or Internet Explorer and must incorporate both security and privacy protection software.

Desirable Features:

The desirable features, as noted in this RFP specify additional functions, services, qualifications and experience, solutions, etc., which will further improve and enhance the level of performance, quality, service and support. Respondents must provide an organized and concise written response explaining how their proposal meets each of the desirable elements.

PROJECT KEY COMPONENTS

Mandatory Requirements

Proposals will only be accepted from respondents who meet the following requirements:

The contractor shall have a minimum of three (3) years of successful professional experience performing services equal to or exceeding those required of the RFP.

The contractor must, at a minimum, provide services in the following categories, at the noted delivery times:

1. Commercial

- Category 1 – Domestic Next Day Service with a guaranteed delivery by 10:30 am on the next business day.
- Category 2 – Domestic Next Day Service with a guaranteed delivery by 3:30 pm on the next business day.
- Category 3 – Domestic 2nd Day Service with a guaranteed delivery by 4:00 pm on the 2nd business day.
- Category 4 – Domestic Ground Service with a guaranteed delivery by 4:00 pm on the 1st through 5th business day.

2. Residential

- Category 1 – Domestic Next Day Service with a guaranteed delivery by 10:30 am on the next business day.
- Category 2 – Domestic Next Day Service with a guaranteed delivery by 3:30 pm on the next business day.
- Category 3 – Domestic 2nd Day Service with a guaranteed delivery by 5:00 pm on the 2nd business day.
- Category 4 – Domestic Ground Service with a guaranteed delivery by 5:00 pm on the 1st through 5th business day.

The contractor may also propose additional service categories. The State reserves the right to accept additional service categories.

The contractor shall provide three (3) current professional references able to verify the Contractor's ability to comply with the Service requirements. **State of Rhode Island Agencies, Quasi-State Agencies and Municipalities may not be used as references.**

Listing of Additional Mandatory Requirements:

Service and Delivery Conditions

The contractor shall be available for pickups Monday through Friday (Holidays excluded) between the hours of 8:00 am and 5:00 pm. Specific pickup requirements for each Agency may be arranged between the contractor, The Division of Purchases and the using Agency.

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The contractor shall be available for pickup of next day shipments until as late as 5:00 pm on the date of shipment. The contractor shall agree to schedules ranging from regular daily or weekly pickups and will provide a method or plan to ensure the processing of on-demand pickups.

The contractor shall pick up shipments and make deliveries at the Authorized user's location, either to a designated area within the using Agencies facility or to a centralized location designated by the using Agency.

The contractor shall be able to serve (pick up from and deliver to) any location in Rhode Island that has a physical address.

The contractor shall have the ability to deliver to any location in the contiguous 48 States as well as Alaska and Hawaii.

Shipping Supplies

The contractor shall supply Authorized users with all shipping materials and supplies at no additional cost, including, but not limited to, express envelopes, pouches, boxes and tubes, pre-printed shipping forms, shipping documents and labels with user account numbers and service guides. The contractor will provide requested materials within 48 hours of the request with the exception of pre-printed shipping forms. Pre-printed shipping forms will be provided with the Authorized user's address and billing information. **Note: Any pre-printed terms and conditions, which are inconsistent with the Terms and Conditions of this agreement, are rejected and shall not modify, change or replace the Terms and Conditions of this contract.**

Software Requirements

The contractor shall, at no additional charge, provide Authorized users with any software that is required to prepare articles for shipment. The contractor shall provide the Authorized users with the most current version of the software and provide upgrades and enhancements free of charge during the term of this agreement. Software should be compatible with IBM PC applications however; it may also be necessary to support operations utilizing Macintosh systems. The respondent shall indicate the necessity of said software in their proposal.

Shipping Equipment and Supplies

The contractor shall, at no additional charge, provide authorized users with label printers, labels, etc. that are required to prepare articles for shipment. The respondent shall describe its program for providing these items, including any associated lease terms and conditions.

Service Guide and Price List

The contractor shall provide, upon request, a copy of the contractor's current service guide and price list at no additional cost to the user.

Refund Guarantees

The contractor shall refund or cancel any charges for services not completed as required. Refund or cancellation of service charges shall be resolved by telephone as described in our Problem Resolution paragraph, which follows.

Problem Resolution

The contractor shall be available for problem resolution on-site at the authorized user's location. In addition, the contractor shall be available via a local or toll free phone number for normal problem resolution, including, but not limited to, problems involving shipments pickups, deliveries, claims handling or incorrect billing. Requests for an on-site problem resolution shall be on an as needed basis as requested by the authorized user. The contractor shall respond to requests for on-site problem resolution within 24 hours of notification of the issue.

Shipment Tracking Services

The contractor shall provide a 24-hour shipment tracking system. Tracking information shall be available to the user through either a toll-free telephone number or via electronic/online access through the Internet. The website must utilize standard Internet Web Browsers such as Netscape or Internet Explorer. The contractor shall respond to all shipment-tracking requests by authorized users within 4 hours of the initial request. The information to be provided shall include acknowledgement of pickup, acknowledgement of in-transit destinations and final delivery information to include the receipt signature at the package's final destination. Upon request of the authorized user, the contractor shall provide either a faxed, Internet or E-mailed copy of the shipping receipt signed by the recipient for verification purposes. The contractor shall provide these services at no additional charge. The respondent shall describe its online shipment tracking services, including a description of the security and privacy protection features that will be applicable to online shipment tracking services.

Online Ordering, Document and Label Printing

The contractor shall provide online services ordering capability as well as online printing of shipment documentation and labels. Online ordering and printing services shall be available to the authorized user via the Internet and shall be capable of being accessed utilizing standard Internet Web Browsers such as Netscape or Internet Explorer. The respondent shall describe its online ordering and shipment documentation printing services, including a description of the security and privacy protection features that will be applicable to online services. This system shall accommodate a reference field for internal tracking numbers to monitor invoice payment. This field shall accommodate up to 20 characters.

Evidentiary Materials

The contractor must be able to provide services for shipments of evidentiary materials in compliance with any applicable Rhode Island State Police evidentiary material handling policies and procedures. A copy of these policies and procedures is available upon request.

Deliver as Addressed

When requested by an authorized user, the contractor shall return an undeliverable package to the sender, rather than performing an address correction and forwarding the package to the correct address. The contractor shall work with the authorized user to adequately identify these items as "return to sender" or "deliver as addressed" or in some other mutually agreed upon language

rather than forwarding them on to a corrected address. The authorized user shall notify the contractor of such packages at the time of pickup. The contractor shall not charge an additional fee for returned items that were appropriately identified as “return to sender” or deliver as addressed” or in some other mutually agreed upon language.

Transition

It is required that the awarded respondent assists each of the authorized users with the transition to a new contractor for Express Shipping Services. If you are selected to provide these services for this solicitation, how will you work with the authorized users to ensure a smooth transition between suppliers? Please describe your transition process and implementation timeline. Describe how your approach to conversions differs from new service implementations. The respondent shall address the conversion of existing reporting capabilities as well as any additional costs associated with the conversion as well as any other pertinent facts relating to your process. It is expected that the awarded respondent will assist with these costs.

End of Mandatory Contractor Requirements

Desirable Features

Proposal responses must include a detailed description of how the respondent will address each Desirable Feature.

Additional Services

Respondents may propose additional categories of services including applicable delivery times. If the respondent is awarded a Master Price Agreement, the respondent shall provide these additional categories of services at the offered prices and terms.

It may also be desirable to have the contractor available for pickups and deliveries for Same Day service. The respondent will indicate if this service is available and if there is any additional cost for these services.

It may also be desirable to have the contractor available for multiple pickups throughout the day at the busier locations. The respondent will indicate if this service is available and if there is any additional fee for these services.

Extended Hours Services

It may be desirable to have the contractor available for pickups Monday through Friday at times earlier or later than those times posted on Page 6 of this proposal.

It may also be desirable to have the contractor available for pickups and deliveries on Saturday. The respondent will indicate if this service is available and if there is any additional cost for these services.

It may also be desirable to have the contractor available for pickups and deliveries on Sunday and Holidays. The respondent will indicate if this service is available and if there is any additional cost for these services.

Pricing

Respondents shall complete Exhibits A1 through A8 (Attached)

Respondents shall submit their pricing in both a hard copy and electronic format. All pricing related spreadsheets will be written using Microsoft Excel Spreadsheet Software. As the download of this bid documentation will provide this information only in a PDF Format, I am instructing each of you to contact me via Email at wanderson@purchasing.state.ri.us or speak with me at the Pre-Bid Conference for an electronic copy of the Pricing spreadsheets. I will forward these to you as an Email attachment or provide them at the Pre-Bid Conference as soon as I receive your request. Your RFP submission will require a printed copy of your completed Pricing spreadsheet as well as an electronic copy of this information on a 3.5" disc or a CD-Rom in an IBM PC Format. **These are to be submitted separately from your Technical Proposal in a sealed envelope and clearly marked as "Cost Proposal, RFP# B05820".**

The comparison basis for this Cost proposal will be your catalog/service guide list pricing minus the percentage discount that you will be offering from that published list price. Be advised that for comparison purposes, any proposal that does not contain both the list price and a percentage discount will be deemed non-responsive and will be eliminated from consideration for this award.

Be advised that with over 80% of our express shipping packages having final delivery points within a 150-mile range of our base of operations, the cost proposal will favor the respondent with a higher discount/lower cost on local shipments.

Be advised that the State is also asking for additional discount levels over and above your quoted discounts by offering immediate payment for services by way of a Procurement Card or a Major Credit Card. This issue is addressed in Appendix A – 9.

In addition to the pricing spreadsheets, the State is requesting additional pricing information in regard to Address Correction Fees for both overnight and two-day packages as well as for Ground services.

The successful Respondent shall be solely responsible for meeting all terms and conditions specified in the Request for Proposal, and any resulting contract. The use of any subcontractors or other vendors must receive prior approval by the State. The Rhode Island Department of Administration shall reserve the right to clarify the terms and conditions of any proposal submitted. The contractor recommended for this award will be notified by the Department of Administration. A contract will be developed in cooperation with the Rhode Island State Department of Administration and the award recipient that will incorporate a final agreement to include pricing, contract duration and a schedule for implementation.

PROPOSAL SUBMISSION

Proposals must include the following:

1. **An R.I.V.I.P. generated bidder certification cover sheet, downloaded from the R.I. Division of Purchases Internet home page at <http://www.purchasing.ri.gov>**
2. ***A separate, signed and sealed, Cost Proposal reflecting the fee structure proposed for this scope of service, which will only be dispersed to the Evaluation Committee for firms that meet the minimum technical score as determined by the Technical Evaluation sub-committee.***
3. ***A separate Technical Proposal describing the background, qualifications, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement as requested in the body of this RFP.***

Respondents are required to submit one original proposal in an electronic format on a 3.5” Disc or a CD-Rom for use in an IBM PC and one original hard copy (**Clearly marked as “ORIGINAL”**) and Three (3) written copies of their Requests for Proposal.

EVALUATION CRITERIA

Responses will be evaluated in two parts. Part one will require the technical submission and will be evaluated on the following criteria:

The Technical Proposal must contain the following sections:

a. Executive Summary – 10 points

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

b. Offeror's Organization and Staffing – 10 points

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualification).

c. Work Plan/Approach Proposed - 10 points

This section shall describe the offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results

proposed. The description of approach shall discuss and justify the approach proposed for each task, and the technical issues that will or may be confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each and will identify and describe what type of approach and methods will be utilized in the program.

d. Previous Experience and Background – 10 points

- i. A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects;
- ii. A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position.
- iii. Three references as noted previously in this RFP.

e. Minority Business Opportunities – 5 points

The offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration, and/or a subcontracting plan which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. Questions concerning this requirement should be addressed to Charles Newton, M.B.E. Officer, at (401) 277-6253 or on the MBE Website at www.mbe.ri.gov

f. References – 10 Points

Select a minimum of three references and provide principal contacts, including all contact information for projects similar in size and scope to the proposed project. References will be contacted by members of the selection sub-committee to provide all required information. Please see evaluation criteria below relating to references.

g. Desirable Features – 5 Points

As noted on Pages 9 and 10 of this RFP.

SECTION 5 - EVALUATION AND SELECTION

The State will commission a Technical Review Committee, which will evaluate and score all proposals, using the following criteria:

Criteria	Possible Points
Executive Summary (a)	10 Points
Staff Qualifications (b)	10 Points
Suitability of Work Plan, Approach or Methodology (c & d)	20 Points
Minority Business Enterprise Plan (e)	5 Points
Experience and Background/References (f)	10 Points
Desirable Features	5 Points
COST	40 Points
Total Possible Points	100 Points

All Respondents must receive a minimum score of 45 points on the technical submission. Offers not scoring at least 45 points will not be considered further.

The cost proposal will also list the total cost for each of the Desirable Features that were identified in that section of the RFP. This is contained in Exhibit A-9. The cost proposal will represent 40 points for a possible total score of 100 points.

The successful vendor shall be solely responsible for meeting all terms and conditions specified in this request, their proposal and any resulting contract. Subcontracts must be approved by the State; however, it is the responsibility of the selected vendor to supervise and monitor the work performed by the subcontractor.

Cost (Phase two) – 40 Points

Total costs for Express Letter Services will be determined by multiplying the list price minus the discount offered times 1500 packages per month to determine our baseline pricing. We will then use the average pricing for local area (<150 miles) deliveries x .8 (80% of business is local) to arrive at this portion of the cost factor. We will then use the average pricing for deliveries made outside the local area (>150 miles) x .2 (20% of deliveries outside the local area). These two figures will be combined and will provide us with our cost totals for Express Letter Services by category as listed in Exhibits A-1 through A-8.

Total costs for Small Package Services will be determined by multiplying the list price minus the discount offered times 800 packages per month to determine our baseline pricing. We will then use the average pricing for local area (<150 miles) deliveries x .8 (80% of business is local) to arrive at this portion of the cost factor. We will then use the average pricing for deliveries made outside the local area (>150 miles) x .2 (20% of deliveries outside the local area). These two figures will be combined and will provide us with our cost totals for Small Package Services.

Cost points will be awarded on the basis of the overall lowest cost receiving a 100% score of 40 points. All other respondents will receive a percentage of the 40 cost points based upon the ratio of their pricing to the lowest cost proposal. As an example, if the lowest cost proposal was \$300,000 and your total cost was \$400,000, we would divide \$300,000 by \$400,000 and arrive at an answer of .75, which when multiplied by 40 points equals a score of 30 points.

Reporting Requirements

The State of Rhode Island requires that the selected respondent provide the State with two specific reports that are attached to this RFP as Exhibits B-1 through B-3. These report titles are as follows:

- B-1 Volume Sales Report – Reporting Definitions
- B-2 Quarterly Volume Sales Report
- B-3 Monthly/Quarterly Package Detail Report

Any deficiencies or an inability to provide this information will adversely affect your scoring in the area of Suitability of Work Plan.

State of Rhode Island Express Mail
Next Day AM Commercial Delivery Pricing

Grey areas are for the entry of discount levels by Zone
White areas are for the entry of your list pricing

Service Category: Next Day AM Commercial Delivery (delivery by 10:30 AM the next business day)

Package Delivery List Price (\$)										
Weight	Zone 2 1 - 150 miles	Zone 3 151 - 300 miles	Zone 4 301 - 600 miles	Zone 5 601 - 1000 miles	Zone 6 1001 - 1400 miles	Zone 7 1401 - 1800 miles	Zone 8 > 1800 Miles	AK, HI Zone	Puerto Rico Zone	International Zone
	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %
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 State of Rhode Island Express Mail
 Next Day PM Commercial Delivery Pricing

Exhibit A-2

Grey areas are for the entry of discount levels by Zone
 White areas are for the entry of your list pricing

Service Category: Next Day PM Commercial Delivery (delivery by 3:30 PM of the next business day)

Package Delivery List Price (\$)										
Weight	Zone 2 1 - 150 miles	Zone 3 151 - 300 miles	Zone 4 301 - 600 miles	Zone 5 601 - 1000 miles	Zone 6 1001 - 1400 miles	Zone 7 1401 - 1800 miles	Zone 8 > 1800 Miles	AK, HI Zone	Puerto Rico Zone	International Zone
	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %
	%	%	%	%	%	%	%	%	%	%
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Exhibit A-3

State of Rhode Island Express Mail
2 Day Commercial Delivery Pricing

Grey areas are for the entry of discount levels by Zone
White areas are for the entry of your list pricing

Service Category: 2nd Day Commercial Delivery (delivery by 5:00 PM of the second business day following the pick up date)

Package Delivery List Price (\$)										
Weight	Zone 2 1 - 150 miles	Zone 3 151 - 300 miles	Zone 4 301 - 600 miles	Zone 5 601 - 1000 miles	Zone 6 1001 - 1400 miles	Zone 7 1401 - 1800 miles	Zone 8 > 1800 Miles	AK, HI Zone	Puerto Rico Zone	International Zone
	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %
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Letter										
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Exhibit A-4

State of Rhode Island Express Mail
Ground Commercial Delivery Pricing

Grey areas are for the entry of discount levels by Zone
White areas are for the entry of your list pricing

Service Category: Ground Commercial Delivery (delivery occurs in 1 to 5 business days from pick up date)

Package Delivery List Price (\$)										
Weight	Zone 2 1 - 150 miles	Zone 3 151 - 300 miles	Zone 4 301 - 600 miles	Zone 5 601 - 1000 miles	Zone 6 1001 - 1400 miles	Zone 7 1401 - 1800 miles	Zone 8 > 1800 Miles	AK, HI Zone	Puerto Rico Zone	International Zone
	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %
	%	%	%	%	%	%	%	%	%	%
Letter										
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**State of Rhode Island Express Mail
Ground Commercial Delivery Pricing**

**Grey areas are for the entry of discount levels by Zone
White areas are for the entry of your list pricing**

Service Category: Ground Commercial Delivery (delivery occurs in 1 to 5 business days from pick up date)

Weight	Package Delivery List Price (\$)									
	Zone 2 1 - 150 miles	Zone 3 151 - 300 miles	Zone 4 301 - 600 miles	Zone 5 601 - 1000 miles	Zone 6 1001 - 1400 miles	Zone 7 1401 - 1800 miles	Zone 8 > 1800 Miles	AK, HI Zone	Puerto Rico Zone	International Zone
56 lbs										
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**State of Rhode Island Express Mail
Ground Commercial Delivery Pricing**

**Grey areas are for the entry of discount levels by Zone
White areas are for the entry of your list pricing**

Service Category: Ground Commercial Delivery (delivery occurs in 1 to 5 business days from pick up date)

Package Delivery List Price (\$)										
Weight	Zone 2 1 - 150 miles	Zone 3 151 - 300 miles	Zone 4 301 - 600 miles	Zone 5 601 - 1000 miles	Zone 6 1001 - 1400 miles	Zone 7 1401 - 1800 miles	Zone 8 > 1800 Miles	AK, HI Zone	Puerto Rico Zone	International Zone
116 lbs										
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145 lbs										
146 lbs										
147 lbs										
148 lbs										
149 lbs										
150 lbs										
Total	0	0	0	0	0	0	0	0	0	0

Total of all charges 0

Grey areas are for the entry of discount levels by Zone
White areas are for the entry of your list pricing

Service Category: Next Day AM Residential Delivery (delivery by 10:30 AM the next business day)

Package Delivery List Price (\$)										
Weight	Zone 2 1 - 150 miles	Zone 3 151 - 300 miles	Zone 4 301 - 600 miles	Zone 5 601 - 1000 miles	Zone 6 1001 - 1400 miles	Zone 7 1401 - 1800 miles	Zone 8 > 1800 Miles	AK, HI Zone	Puerto Rico Zone	International Zone
	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %
	%	%	%	%	%	%	%	%	%	%
Letter										
1 lbs										
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RFP B05820
State of Rhode Island Express Mail
Next Day PM Residential Delivery Pricing

Exhibit A-6

Grey areas are for the entry of discount levels by Zone
White areas are for the entry of your list pricing

Service Category: Next Day PM Residential Delivery (delivery by 3:30 PM of the next business day)

Package Delivery List Price (\$)										
Weight	Zone 2 1 - 150 miles	Zone 3 151 - 300 miles	Zone 4 301 - 600 miles	Zone 5 601 - 1000 miles	Zone 6 1001 - 1400 miles	Zone 7 1401 - 1800 miles	Zone 8 > 1800 Miles	AK, HI Zone	Puerto Rico Zone	International Zone
	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %
	%	%	%	%	%	%	%	%	%	%
Letter										
1 lbs										
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RFP B05820

Exhibit A-7

State of Rhode Island Express Mail
2 Day Residential Delivery Pricing

Grey areas are for the entry of discount levels by Zone
White areas are for the entry of your list pricing

Service Category: 2nd Day Residential Delivery (delivery by 5:00 PM of the second business day following the pick up date)

Package Delivery List Price (\$)										
Weight	Zone 2 1 - 150 miles	Zone 3 151 - 300 miles	Zone 4 301 - 600 miles	Zone 5 601 - 1000 miles	Zone 6 - 1001 - 1400 miles	Zone 7 1401 - 1800 miles	Zone 8 > 1800 Miles	AK, HI Zone	Puerto Rico Zone	International Zone
	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %
	%	%	%	%	%	%	%	%	%	%
Letter										
1 lbs										
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State of Rhode Island Express Mail
Ground Residential Delivery Pricing

Grey areas are for the entry of discount levels by Zone
White areas are for the entry of your list pricing

Service Category: Ground Residential Delivery (delivery occurs in 1 to 5 business days from pick up date)

Package Delivery List Price (\$)										
Weight	Zone 2 1 - 150 miles	Zone 3 151 - 300 miles	Zone 4 301 - 600 miles	Zone 5 601 - 1000 miles	Zone 6 1001 - 1400 miles	Zone 7 1401 - 1800 miles	Zone 8 > 1800 Miles	AK, HI Zone	Puerto Rico Zone	International Zone
	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %
	%	%	%	%	%	%	%	%	%	%
Letter										
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**State of Rhode Island Express Mail
Ground Residential Delivery Pricing**

**Grey areas are for the entry of discount levels by Zone
White areas are for the entry of your list pricing**

Service Category: **Ground Residential Delivery** (delivery occurs in 1 to 5 business days from pick up date)

Weight	Package Delivery List Price (\$)								AK, HI Zone	Puerto Rico Zone	International Zone
	Zone 2 1 - 150 miles	Zone 3 151 - 300 miles	Zone 4 301 - 600 miles	Zone 5 601 - 1000 miles	Zone 6 1001 - 1400 miles	Zone 7 1401 - 1800 miles	Zone 8 > 1800 Miles				
56 lbs											
57 lbs											
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**State of Rhode Island Express Mail
Ground Residential Delivery Pricing**

**Grey areas are for the entry of discount levels by Zone
White areas are for the entry of your list pricing**

Service Category: **Ground Residential Delivery** (delivery occurs in 1 to 5 business days from pick up date)

Package Delivery List Price (\$)										
Weight	Zone 2 1 - 150 miles	Zone 3 151 - 300 miles	Zone 4 301 - 600 miles	Zone 5 601 - 1000 miles	Zone 6 1001 - 1400 miles	Zone 7 1401 - 1800 miles	Zone 8 > 1800 Miles	AK, HI Zone	Puerto Rico Zone	International Zone
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Total	0	0	0	0	0	0	0	0	0	0

Total of all charges 0

Exhibit A-9

State of Rhode Island Express Mail

Selected Accessorial Services Pricing

[illegible]

State of Rhode Island Express Mail Reporting Definitions

Volume Sales Report

Agency/Institution/Authorized Purchaser	Name of the Agency, Institution of Higher Education, Municipality or Authorized Purchaser sending the package listed.
Division/Department	Name of the affiliated Division or Department sending the package listed.
Customer Account Number	The customer account number of the Authorized Purchaser.
# of Packages	The number of packages shipped during the reporting period.
Shipment Charge	The base freight charge for the package listed.
Total Accessorial Charges	Total accessorial charges applied to that account during the reporting period.
Total Billed Charge	Total billed charges during the reporting period.
Total Weekly Account Fee Charges	Total account servicing fees charged during the reporting period.
Other	Any other charges billed to each account during the reporting period.
Total Account Payments	Total amount paid by each account during the reporting period.

Package Detail Report

Pickup Date	Date the package was picked up from the shipper.
Bill Date	Date the package was billed to the shipper.
Agency/Institution/Authorized Purchaser	Name of the Agency, Institution of Higher Education, Municipality or Authorized Purchaser sending the package listed.
Invoice #	The invoice on which the package in question is listed.
Customer Account Number	The customer account number of the Authorized Purchaser.
Origination ZIP Code	The origination zip code for the package listed.
Destination ZIP Code	The destination zip code for the package listed.
Zone Designation	The zone designation for the package listed.
Shipment Service Type	The shipment service type by which the listed package was delivered and billed (i.e., ground, 3 day, etc.)
Residential Flag?	Acceptable entries are "B" indicating a business or commercial delivery, and "R" indicating a residential delivery.
# of Packages	The number of packages included in the shipment.
Package Actual Weight	The actual weight of the package.
Package Billable Weight	The billable weight of the package.
Shipment Charge	The base freight charge for the package listed.
Accessorial Code 1	1st accessorial code applied to package.
Accessorial Code 2	2nd accessorial code applied to package.
Accessorial Code 3	3rd accessorial code applied to package.
Total Billed Charge	Total billed charge associated with the package listed.
Extended Actual Price Charged	Calculated actual price charged for the item listed; should match with the Total Billed Charge.

State of Rhode Island Express Mail
 Quarterly Volume Sales Report
 Contractor's Report of Sales
 Express Mail

Supplier Name	
Contact Email	
Contact Phone	
Report Start Date	
Report End Date	

Instructions:

1. Enter your company name, contact info, and the dates covered by this report above.
2. Fill in all the cells for each account. Follow the example shown below.
3. Please ensure correct spelling of the Agency/Institution/Public Body and Division/Department.
4. Please note that Total Account Payments will be calculated automatically.
5. Please see the tab titled "Definitions" for definitions of column headings.

PLEASE PROVIDE THE ADMINISTRATIVE REBATE AMOUNT FOR THIS REPORTING PERIOD: \$ _____

	Agency/Institution/Authorized Purchaser (ensure correct spelling)	Customer Account Number	Total Number of Packages Shipped	Total Shipment Charges	Total Accessorial Charges	Total Billed Charges	Total Weekly Account Fee Charges	Other	Total Account Payments
Example	Department of Administration	2904789	100	\$ 331.00	\$ 10.20	\$ 341.20	\$ 40.00	\$	\$ 381.20
1									
2									
3									
Total Shipment Charges:				\$ 331.00					
Rebate Rate:					2.00%				
Quarterly Rebate Amount:				\$ 6.62					

RFP B05820
 State of Rhode Island Express Mail
 Monthly/Quarterly Package Detail Report
 Contractor's Report of Sales
 Express Mail

Exhibit B-3

Supplier Name	
Contact Email	
Contact Phone	
Report Start Date	
Report End Date	

- Instructions:
1. Enter your company name, contact info, and the dates covered by this report above.
 2. Fill in all the cells for each package shipped. Follow the example shown below.
 3. Please ensure correct spelling of the Agency/Institution/Public Body and Division/Department.
 4. Please see the tab titled "Definitions" for definitions of column headings.

Ship Date	Bill Date	Agency/Institution/Authorized Purchaser (ensure correct spelling)	Invoice #	Customer Account Number	Origination Zip Code	Destination Zip Code	Zone Designation	Shipment Service Type	Residential Flag	# of Pkgs	Pkg Actual Weight	Pkg Billable Weight	Shipment Charge	Accessorial Code 1	Accessorial Code 2	Accessorial Code 3	Total Billable Charge	Extended Actual Price Charged
31-Oct-03	2-Nov-03	Dept. of Administration	000055202439	2134RT	2903	2816	2	GND	R	1	1	1	\$ 3.39	EVS	IDR		\$ 5.84	\$ 5.84
1																	\$ 5.84	\$ 5.84
2																	\$ 5.84	\$ 5.84
3																	\$ 5.84	\$ 5.84
TOTAL \$ 5.84																		

RFP B05820

Exhibit A-2

State of Rhode Island Express Mail

Next Day PM Commercial Delivery Pricing

Grey areas are for the entry of discount levels by Zone
White areas are for the entry of your list pricing

Service Category: Next Day PM Commercial Delivery (delivery by 3:30 PM of the next business day)

Package Delivery List Price (\$)										
Weight	Zone 2 1 - 150 miles	Zone 3 151 - 300 miles	Zone 4 301 - 600 miles	Zone 5 601 - 1000 miles	Zone 6 1001 - 1400 miles	Zone 7 1401 - 1800 miles	Zone 8 > 1800 Miles	AK, HI Zone	Puerto Rico Zone	International Zone
	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %
	%	%	%	%	%	%	%	%	%	%
Letter										
1 lbs										
2 lbs										
3 lbs										
4 lbs										
5 lbs										
6 lbs										
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RFP B05820

Exhibit B-3

State of Rhode Island Express Mail
Monthly/Quarterly Package Detail Report
Contractor's Report of Sales
Express Mail

Supplier Name	
Contact Email	
Contact Phone	
Report Start Date	
Report End Date	

Instructions:

1. Enter your company name, contact info, and the dates covered by this report above.
2. Fill in all the cells for each package shipped. Follow the example shown below.
3. Please ensure correct spelling of the Agency/Institution/Public Body and Division/Department.
4. Please see the tab titled "Definitions" for definitions of column headings.

Eq.	Pickup Date	Bill Date	Agency/Institution/Authorized Purchaser (ensure correct spelling)	Invoice #	Customer Account Number	Origination Zip Code	Destination Zip Code	Zone Designation	Shipment Service Type	Residential Flag	# of Pkgs	Pkg Actual Weight	Pkg Billable Weight	Shipment Charge	Accessorial Code 1	Accessorial Code 2	Accessorial Code 3	Total Billed Charge	Extended Actual Price Charged
Eq. 1	31-Oct-03	2-Nov-03	Dept of Administration	0005572W383	213AR1	2908	2818	2	GND	R	1	1	1	\$ 3.39	EVS	LDR		\$ 5.84	\$ 6.84
2																			
3																			
TOTAL																			\$ 5.84